

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF EARLY CHILDHOOD EDUCATION**

**EARLY LAUNCH TO LEARNING INITIATIVE  
THREE-YEAR OPERATIONAL PLAN AND ONE-YEAR BUDGET STATEMENT**

**SCHOOL YEARS 2004-2007**

**SUBMIT ORIGINAL, FOUR COPIES, AND A PC-FORMATTED COMPUTER DISK  
FILE OF COMPLETED OPERATIONAL PLAN AND BUDGET TO:**

New Jersey Department of Education  
Application Control Center  
River View Executive Plaza, Building 100  
P.O. Box 500  
Trenton, NJ 08625-0500

**DUE DATE: October 14, 2004 4:00 PM**

**EARLY CHILDHOOD PROGRAM AID  
NON-ABBOTT SCHOOL DISTRICT  
ONE-YEAR OPERATIONAL PLAN  
SCHOOL YEAR 2004-2005**

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## Instructions

School districts applying for the Early Launch to Learning Initiative (ELLI) must submit a three-year operational plan for the 2004-2005 through 2006-2007 school years in conjunction with a budget statement for the 2004-2005 school year. The purpose of ELLI is to assist districts in providing high quality preschool for four year-old children. The Early Launch to Learning Initiative Operational Plan must be aligned with the district's long-term comprehensive plan (*i.e.*, strategic plan, if applicable). The operational plan will provide implementation activities and related costs for the 2004-2005 through 2006- 2007 school years.

**The completed Operational Plan, FOUR (4) copies, and a PC-formatted computer disk file must be submitted to the Department of Education by 4:00 PM on October 14, 2004.**

Follow the instructions below to complete the attached Operational Plan forms. The district's Early Childhood Advisory Council and the program, business and facilities administrators must work closely together to complete the plan. Assurance of this collaboration should be provided in the letter(s) of support. Complete the cover page and attach a copy of the letters of support and signed board resolution. **The district must explain how it will meet all of the required criteria listed in the Application for Funding Notification.**

### **Part I: Enrollment Projections, Class Size and Teacher Credentials**

**Note:** The recommended maximum class size for four year olds is 15 - 18 with one certified teacher and one aide. Class size can not exceed 20.

Districts receiving ELLI are encouraged to contract with and/or use Department of Human Services (DHS)-licensed child care providers and Head Start programs to implement the four year old preschool program. Districts contracting with DHS-licensed child care providers must meet the standards set out in *N.J.A.C. 6A: 8.-3.4* and *N.J.A.C. 6A:9-9.1*. Teachers in all classrooms must be properly certified.

### **Table 1: Current and Projected Preschool Enrollment**

Please read the instructions detailed at the top of the form. Use 1<sup>st</sup> grade data on enrollment and free and reduced lunch status to estimate preschool information. The district must enter its actual enrollment from the October 15, 2004 enrollment count. This spread sheet details enrollment information by age group for general education, special education, Head Start and contracted private provider programs.

*Note: Do not count any child on more than one line, or an over count will result.*

### **Table 2: Current and Projected Preschool Class Sizes**

Please read the instructions detailed at the top of the form.

- If the district currently has a preschool program, provide the actual and projected enrollment of preschool children for every class in the program. For the 2004-2005 school year, enter enrollment information for October 15, 2004 for children with disabilities and for other four year olds.

- If the district does not currently have a preschool program, only provide projected enrollment of preschool children for every class in the proposed program.

Indicate on this form the class size of every class a teacher instructs. For example, one teacher may teach two sessions per day, and the class size for each session should be entered.

### **Table 3: Teacher Education, Credentials and Experience**

Please read the instructions detailed at the top of the form.

- If the district currently has a preschool program, provide current (October 15, 2004) and anticipated education, credentials and experience for every classroom teacher in the preschool program (in-district programs, self-contained preschool disabled programs, contracted Head Start programs and other contracted private provider programs).
- If the district does not currently have a preschool program, provide anticipated education, credentials and experience for every classroom teacher in the proposed preschool program (in-district programs, self-contained preschool disabled programs, contracted Head Start programs and other contracted private provider programs).

Please note: Teachers in contracted Head Start and childcare providers must hold appropriate Department of Education certification. Districts may opt to place certified teachers who are district employees into contracting classrooms. Include teachers who are responsible for delivering the primary education program in partner classrooms. Do not include teacher aides, substitute teachers or other specialists.

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## **Part II: Overview**

In no more than 5 pages, provide a general overview of the operational plan of the district's early childhood program. Listed below are some questions the district must address in the narrative:

- 1) What is the mission and philosophy of your (proposed) preschool program? Give an overview of your (proposed) program. Explain anticipated progress over the three - year period.
- 2) Please describe the services your community currently offers four year old children. How many resident four year olds are currently served in child care centers and Head Start in your community? What kinds of comprehensive services are offered? What has your community learned from past experiences?
- 3) What unique challenges or circumstances does your district face? Briefly describe how this plan addresses those circumstances.
- 4) Please list in bullet form how this proposal meets the required and preferred criteria listed in the Application for Funding Notification. Highlight the unusual and exemplary aspects of your plan.

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## **Part III: Program and Component Activity Forms**

1. Complete the Program and Component Activity Forms (PCAF) for the program. The district's ELLI program must include the following components: (1) outreach and enrollment; (2) district-wide planning with evidence of community partnership through the

Early Childhood Advisory Council; (3) curriculum development and implementation; (4) inclusion; (5) professional development and training; and (6) program evaluation.

2. Develop and list measurable objectives that will enable the district to implement an effective program in each component. List each objective on a separate line. Objectives should be measurable, consistent with the goals they support, specify the outcome to be achieved, and specify the date by which the outcome will be achieved.
3. Describe in detail the specific activities and strategies that will contribute to achieving each objective. You are encouraged to use multiple activities and strategies for each objective.
4. Describe how the district will measure the progress/success toward achieving each objective.

**Sample Objectives, Activities/Strategies,  
Evaluation Methods and Costs for Part III**

**Objective:** By February 2005, at least 90 percent of four year old children in the district will be enrolled in the early childhood education program.

**Activities/Strategies:**

1. Advertise the early childhood program in local media (print, radio, television).
2. Conduct a mass mailing to all residents in the district.
3. Publicize the program at public events and meetings.
4. Post advertisements at local businesses, community centers, and other high-traffic areas.
5. Translate all materials into Spanish and Urdu and advertise in Spanish language media.
6. Place announcements on local restaurant place mats.

**Evaluation Method:** Monitor enrollment as a proportion of the universe of eligible children.

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**Part IV: Statement of Assurances and Letters of Support**

- The Chief School Administrator must sign and date the Statement of Assurances form.
- Include letters of support from members of the Early Childhood Advisory Council.

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**Part V: Budget Statement Form**

**Complete the separate ELLI Budget Statement Form.** Indicate allocations from the general fund, special education funding, parent tuition or other revenue that will contribute to the preschool program. If instituting tuition, indicate what the district will charge for what services (i.e. half-day, full-day, sliding fee scales). If contracting with other providers, complete the contracting provider budget and include the total contracted amount in the budget statement form.

NEW JERSEY DEPARTMENT OF EDUCATION

AWARD PROPOSAL - TITLE PAGE

TITLE OF Program: Early Launch to Learning Initiative COUNTY/CODE: \_\_\_\_\_  
OFFICE: Early Childhood Education

APPLICANT DISTRICT /CODE

ADDRESS

CITY STATE ZIP

PROJECT DIRECTOR: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_)\_\_\_\_\_ FAX#: (\_\_\_\_)\_\_\_\_\_ E-MAIL\_\_\_\_\_

BUSINESS MANAGER: \_\_\_\_\_ PHONE#: (\_\_\_\_)\_\_\_\_\_ E-MAIL\_\_\_\_\_

DURATION OF FISCAL PERIOD: FROM: 01/01/05 TO: 07/30/05

TOTAL AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

DATE OF BOARD RESOLUTION: \_\_\_\_\_

Attach a copy of the signed and dated board resolution. If not included, provide date of expected approval. If the board resolution is not received at the DOE by the date of award notification the district will be ineligible for funding.

**PROPOSAL CERTIFICATION:** *To the best of my knowledge and belief, the information contained in the proposal is true and correct. The document has been duly authorized by the governing body of this agency and we will comply with the attached assurances if funding is awarded. I further certify that the proposal is complete.*

SIGNATURE OF AUTHORIZING OFFICER TITLE DATE

\*FAILURE TO INCLUDE A REQUIRED PROPOSAL COMPONENT WILL RESULT IN THE PROPOSAL BEING ELIMINATED FROM CONSIDERATION

SEND OR DELIVER PROPOSALS TO:  
NEW JERSEY DEPARTMENT OF EDUCATION  
APPLICATION CONTROL CENTER  
RIVER VIEW EXECUTIVE PLAZA  
BLDG. 100, ROUTE 29 – PO Box 500  
TRENTON, NJ 08625-0500

PROPOSALS MUST BE RECEIVED BY:  
4:00 P.M., ON 10/14/04

NO FACSIMILE SUBMISSION WILL BE ACCEPTED.  
NO LATE PROPOSALS WILL BE ACCEPTED REGARDLESS OF THE DATE POSTMARKED.

NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS PROPOSAL.

**Part I.**

**INSERT MICROSOFT EXCEL WORKSHEETS FOR ENROLLMENT PROJECTIONS, CLASS SIZE  
AND TEACHER CREDENTIALS HERE**

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## Part II: Overview

In no more than 5 pages, provide a general overview of the operational plan of the district's preschool program. Listed below are some questions the district must address in the narrative:

- What is the mission and philosophy of your (proposed) preschool program? Give an overview of your (proposed) program. Explain anticipated progress over the three-year period.
- Please describe the services your community currently offers four year old children. How many resident four year olds are currently served in child care centers and Head Start in your community? What kinds of comprehensive services are offered? What has your community learned from past experiences?
- What unique challenges or circumstances does your district face? Briefly describe how this plan addresses those circumstances.
- Please list in bullet form how this proposal meets the required and preferred criteria listed in the Application for Funding Notification. Highlight the unusual and exemplary aspects of your plan.
- Provide a budget narrative that explains the major sections of the budget. If charging tuition, explain the amount charged and any sliding fee.



### Part III: Program Component Activity Forms

#### **OUTREACH, RECRUITMENT AND ENROLLMENT**

**Answer the following questions in the space provided.**

1. If your district currently serves 4 year-old children, please describe the strategies the district has in place for serving eligible preschool students in your district. What efforts will the district implement to recruit and place four year old students, especially the hardest to reach families; e.g. recent immigrants, low income, teen parents, etc.?
2. If your district is proposing to serve 4 year-old children, please describe the strategies the district will implement to reach eligible preschool students in your district. What efforts will the district implement to recruit and place four year old students, especially the hardest to reach families; e.g. recent immigrants, low income, teen parents, etc.?

**GOAL 1:** Engage in district-wide planning to assess needs and recruit and enroll all district children.

*Suggested areas to address: needs assessment and recruitment and outreach. [See the Preschool Program Implementation Guidelines as a reference.]*

<b>OBJECTIVES</b> How will you accomplish the goal?	<b>ACTIVITIES / STRATEGIES</b> How will your program address the objective?	<b>EVALUATION METHOD</b> How will you measure progress and success?
1.1		
1.2		

*Insert additional rows and use additional sheets as needed.*

## **COMMUNITY COLLABORATION AND PLANNING**

In the space below, please list the membership and involvement of your ECAC. When was it formed and how often has it met? Who else do you plan to recruit as members? What role do you expect the ECAC to play in program planning and implementation?

**GOAL 2:** Collaborate with community organizations and leaders to take full advantage of existing resources to deliver a comprehensive early childhood education program with appropriate support services. *Suggested areas to address: involvement of community health and social service agencies, collaboration with Department of Human Services (DHS)-licensed child care programs, etc. [See the Preschool Program Implementation Guidelines as a reference.]*

<b>OBJECTIVES</b> How will you accomplish the goal?	<b>ACTIVITIES / STRATEGIES</b> How will your program address the objective?	<b>EVALUATION METHOD</b> How will you measure progress and success?
2.1:		
2.2:		

*Insert additional rows and use additional sheets as needed.*

## **CURRICULUM DEVELOPMENT AND IMPLEMENTATION**

In the space below, please identify your district's preschool curriculum. All preschool classrooms must implement the designated curriculum. This includes contracted child care and Head Start classrooms. If your district is not implementing or does not plan to implement one of the curricula introduced at the Curriculum Showcase, then explain in detail by content area how the curriculum meets the *Preschool Teaching and Learning: Standards of Quality* and *Preschool Program Implementation Guidelines*. Please note: The district curriculum must be submitted with this application and will have to be reviewed by the OECE Curriculum Review committee before approval is granted.

**GOAL 3:** Develop and implement a high-quality early childhood education curriculum that comprehensively addresses the *Preschool Teaching and Learning Expectations: Standards of Quality*. *Required areas to address: transition plans (pre-k to 3<sup>d</sup> grade and) and bilingual education. [See the Preschool Program Implementation Guidelines as a reference.]*

<b>OBJECTIVES</b> How will you accomplish the goal?	<b>ACTIVITIES / STRATEGIES</b> How will your program address the objective?	<b>EVALUATION METHOD</b> How will you measure progress and success?
4.1:		
4.2:		

*Insert additional rows and use additional sheets as needed.*

## **PROFESSIONAL DEVELOPMENT AND TRAINING**

**GOAL 4:** Provide appropriate professional development and training to enhance the efficacy of teachers, teacher assistants, administrators and others including those in collaborating child care and Head Start programs. *Suggested areas to address: needed topics of staff development, efforts to ensure systemic improvement, treatment fidelity of the chosen curriculum, bilingual education, inclusion, integrated therapies, appropriate assessment, etc. [See the Preschool Program Implementation Guidelines as a reference.]*

<b>OBJECTIVES</b> How will you accomplish the goal?	<b>ACTIVITIES / STRATEGIES</b> How will your program address the objective?	<b>EVALUATION METHOD</b> How will you measure progress and success?
5.1:		
5.2:		

*Insert additional rows and use additional sheets as needed*

## **INCLUSION**

**GOAL 5:** To the maximum extent possible, children with disabilities will receive the preschool program in the general education classroom with their peers. Appropriate supports are provided during the regular routine, such as adaptive curriculum, activities and materials, adjusted schedules, and integrated therapies. General education classroom teachers and assistants are provided consultation from special education staff and other experts. *[See the Preschool Program Implementation Guidelines as a reference.]*

<b>OBJECTIVES</b> How will you accomplish the goal?	<b>ACTIVITIES / STRATEGIES</b> How will your program address the objective?	<b>EVALUATION METHOD</b> How will you measure progress and success?
3.1:		
3.2:		

*Insert additional rows and use additional sheets as needed.*

## **PROGRAM EVALUATION**

**GOAL 6:** Develop and implement credible methods of assessing the effectiveness of the program components and the effects on children. *[See the Preschool Program Implementation Guidelines as a reference.]*

<b>OBJECTIVES</b> How will you accomplish the goal?	<b>ACTIVITIES / STRATEGIES</b> How will your program address the objective?	<b>EVALUATION METHOD</b> How will you measure progress and success?
3.1:		
3.2:		

*Insert additional rows and use additional sheets as needed.*

## STATEMENT OF ASSURANCES

As the duly authorized chief school administrator/chief executive officer of the applicant agency, I am aware that submission to the Department of Education of the accompanying application constitutes the creation of a public document, and I certify that the applicant:

- Has the legal authority to apply for the funds made available under the requirements of the announcement, and has the institutional, managerial and financial capacity to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Education, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.
- Will comply with provisions of the Public School Contracts Law: *N.J.S.A.* 18A:18A, and other relevant state laws and regulations.
- As well as its principals and subgrantees, for all grant awards in excess of \$25,000.00, is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.
- Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).
- Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to:
  - (A) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;
  - (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
  - (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;

- (D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 61-741.5(a)), as applicable, which requires affirmative action in employment;
  - (E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90), which prohibits discrimination on the basis of age, and
  - (F) the Americans With Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.
- Will comply with Executive Order 11246, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.
  - Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.
  - Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).

\_\_\_\_\_  
Applicant Agency

\_\_\_\_\_  
Signature: *Chief School Administrator,  
Chief Executive Officer (or equivalent)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title



**(INSERT LETTER(S) OF SUPPORT FROM ECAC HERE.)**

**Part V: Budget Statement Form**

**(INSERT MICROSOFT EXCEL WORKSHEET HERE.  
IF APPLICABLE, INSERT PRIVATE PROVIDER BUDGETS  
FOR SUBCONTRACTS HERE )**